

**QuickBooks Online Certification**

Link to [www.mhhe.com/qbo2e](http://www.mhhe.com/qbo2e) > Student Edition > Certification

**Multiple Choice Questions**

<b>Certification Objectives</b>	<b>Chapters</b>	<b>Title</b>	<b>Students should know how to:</b>
	1	QuickBooks Online Test-drive	Use this chapter to learn about QBO's user interface. No questions are on the Certification Test using QBO's sample company (test drive).
<b>QBO Setup</b>  14%	2	New Company Setup and the Chart of Accounts	<ul style="list-style-type: none"> <li>• Set up a QBO company.</li> <li>• Complete company settings (preferences for your company)</li> <li>• Set up, add, edit, and save the chart of accounts.</li> <li>• Assign a company administrator.</li> <li>• Export reports to Excel and save as PDF files.</li> <li>• Use the Audit Log.</li> <li>• Sign in and sign out of QBO.</li> </ul>
<b>General Knowledge</b>	3	Beginning Balances and October Transaction Register	<ul style="list-style-type: none"> <li>• Navigate and move around QBO (use home page, navigation bar, add transactions, create menu, view recent transactions, search, etc.)</li> <li>• Set up beginning balances.</li> <li>• Write checks, post to the general ledger, and print reports.</li> </ul>

<b>Certification Objectives</b>	<b>Chapters</b>	<b>Title</b>	<b>Students should know how to:</b>
<b>Purchases/ Money-Out</b>  <b>18%</b>	4	Vendors and Inventory	<ul style="list-style-type: none"> <li>• Set up and manage lists and items (vendors and inventory).</li> <li>• Edit company settings for expenses.</li> <li>• Navigate and use the vendor pages.</li> <li>• Use the purchases workflow: entering and paying bills (A/P), writing checks, using a credit card, using a debit card.</li> <li>• Add vendor transactions, search transactions, and edit them.</li> <li>• Print reports.</li> </ul>
<b>Sales/ Money-In</b>  <b>20%</b>	5	Customers and Sales	<ul style="list-style-type: none"> <li>• Set up and manage lists (customers and sales).</li> <li>• Add sales invoices and customer payments.</li> <li>• Navigate and use the customer pages.</li> <li>• Use the sales workflow: Invoicing (A/R) and Sales Receipts (A/R).</li> <li>• Use Undeposited Funds, accounts receivable, and checking accounts in the invoicing system.</li> <li>• Create statements and understand why.</li> <li>• Print reports.</li> </ul>

<b>Certification Objectives</b>	<b>Chapters</b>	<b>Title</b>	<b>Students should know how to:</b>
<b>A/P and A/R systems</b>	6	December Source Documents	<ul style="list-style-type: none"> <li>• Identify general ledger, accounts payable and accounts receivable source documents.</li> <li>• Make the appropriate selections for entering invoices, bills, payments, etc.</li> <li>• Identify and use adjusting entries.</li> <li>• Print the appropriate reports.</li> </ul>
<b>List Management</b>  <b>12%</b>	Chapters 2 through 6		<ul style="list-style-type: none"> <li>• The names of majors lists in QBO and what information is tracked in each.</li> <li>• How to manage lists (Customers, Chart of Accounts, Products and Services, etc.</li> <li>• Add new list entries.</li> </ul>
<b>Reports</b>  <b>8%</b>	7	Analysis and Reports–End of Fourth Quarter and Year	<ul style="list-style-type: none"> <li>• Analyze reports.</li> <li>• Process and understand reports.</li> <li>• Send reports to Excel and save as PDF files.</li> </ul>
<b>Basic Accounting</b>	8	January Source Documents	<ul style="list-style-type: none"> <li>• Describe financial statements and understand what they mean.</li> <li>• Describe the difference between cash and accrual reports.</li> <li>• Close the fiscal year.</li> <li>• Print the postclosing trial balance.</li> </ul>

<b>Certification Objectives</b>	<b>Chapter</b>	<b>Title</b>	<b>Students should know how to:</b>
<b>Basic Accounting</b>	9	February Source Documents	<ul style="list-style-type: none"> <li>• Identify general journal, write checks, sales, and purchase documents.</li> <li>• Record transactions on QBO's appropriate pages.</li> <li>• Print reports and why.</li> </ul>
<b>Basic Accounting</b>  <b>10%</b>	10	March Source Documents and End of First Quarter	<ul style="list-style-type: none"> <li>• Describe a basic understanding of QB Online features, functions, and navigation.</li> <li>• Identify general journal, write checks, sales documents, purchase documents, and how they are processed within the QBO system.</li> <li>• Record transactions on QBO's appropriate pages.</li> <li>• Print reports and understand why.</li> </ul>
<b>Customization/ Saving time</b>  <b>18%</b>	11	Certification, Report Customization and QB Labs	<ul style="list-style-type: none"> <li>• Complete report customization exercises.</li> <li>• The time saving benefits of using QBO.</li> <li>• Go online to <a href="http://www.mhhe.com/qbo2e">www.mhhe.com/qbo2e</a> to take practice tests for Certification.</li> </ul>
<b>Updates</b>	12	Apps, Updates and QB Blog	<ul style="list-style-type: none"> <li>• Learn about QB Online updates.</li> </ul>